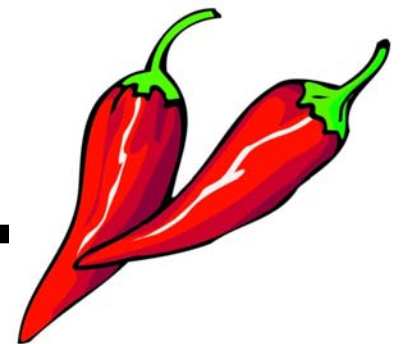


SchoolBooks – S4

Period End Processing



CONNECTIONS 2007



Agenda

- Month End Processing tasks – Checklist.
- Which reports should you print? What do they mean?
- Year End Processing tasks – Checklist.
- What does SchoolBooks do at year end?
- Other Annual tasks – 1099 processing.



CONNECTIONS 2007

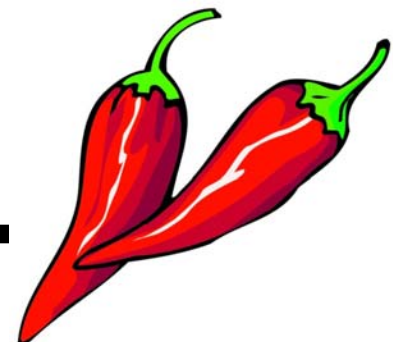


Month End – What does it do?

- Prevents posting to a closed period.
- Removes Tracks Closeouts that have been imported for that month.
- Removes Purchase Orders that have been received from the Purchase Order Entry file.
- Removes Temporary Vendors from Vendor file if they have been paid.
- Removes paid invoices from Open Invoice file.

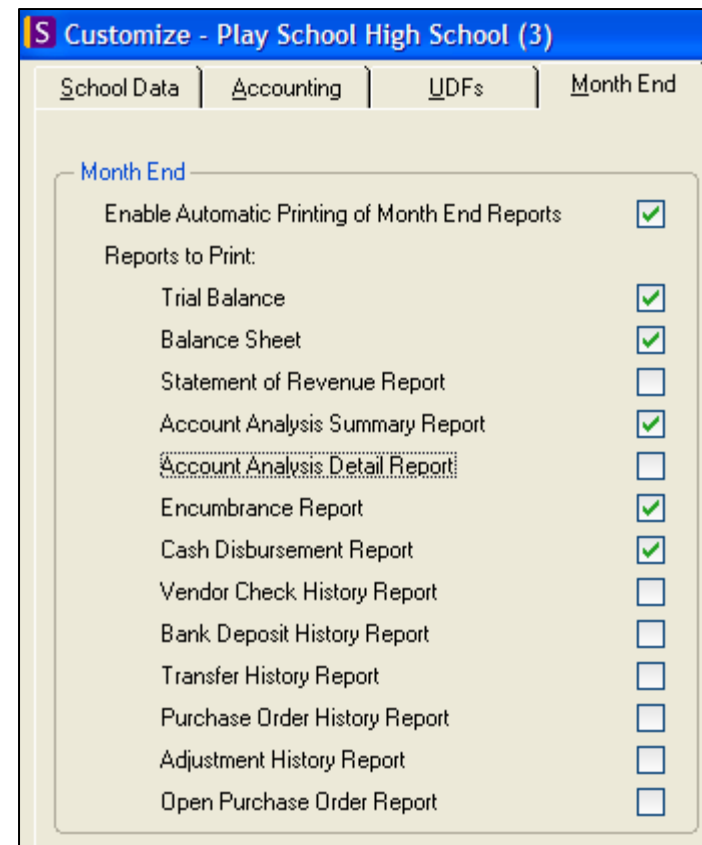


CONNECTIONS 2007



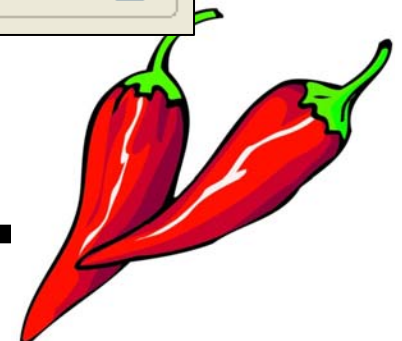
Automatic Report Printing

- Reports are chained together so you don't have to select them.
- Makes it easy to get the same reports each month.



The screenshot shows a software window titled "Customize - Play School High School (3)". It has four tabs: "School Data", "Accounting", "UDFs", and "Month End". The "Month End" tab is active. Under the "Month End" section, there is a checkbox for "Enable Automatic Printing of Month End Reports" which is checked. Below this is a list of reports to print, each with a checkbox:

Report Name	Checked
Enable Automatic Printing of Month End Reports	<input checked="" type="checkbox"/>
Trial Balance	<input checked="" type="checkbox"/>
Balance Sheet	<input checked="" type="checkbox"/>
Statement of Revenue Report	<input type="checkbox"/>
Account Analysis Summary Report	<input checked="" type="checkbox"/>
Account Analysis Detail Report	<input type="checkbox"/>
Encumbrance Report	<input checked="" type="checkbox"/>
Cash Disbursement Report	<input checked="" type="checkbox"/>
Vendor Check History Report	<input type="checkbox"/>
Bank Deposit History Report	<input type="checkbox"/>
Transfer History Report	<input type="checkbox"/>
Purchase Order History Report	<input type="checkbox"/>
Adjustment History Report	<input type="checkbox"/>
Open Purchase Order Report	<input type="checkbox"/>

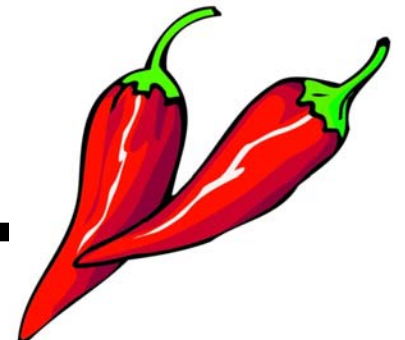


Report Recommendations

- Account Analysis Detail Report for the cash account (to keep with your Bank Reconciliation & statement).
- Account Analysis Summary Report.
- Cash Disbursements Report – list of checks written in check number order.
- Encumbrance Report – shows you all detail plus invoices and purchase orders for each account. You should give this report to each advisor or teacher.



CONNECTIONS 2007

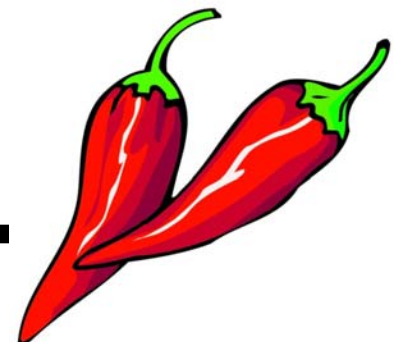


Report Overview

- Financial Reports:
 - Statement of Revenue – Shows income/expense accts only.
 - Balance Sheet – Shows assets & liabilities with cash reserve.
 - Budget Report – Shows budgeted amts and variances for income & expenses.
- History Reports
 - Bank Deposit History
 - Receipt History
 - Adjustment & Transfer History
 - PO History



CONNECTIONS 2007

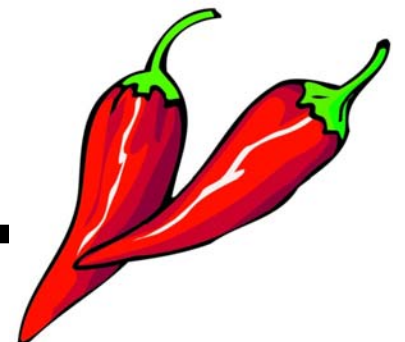


Month End Checklist

- Print and update all data entry in process. All data entry files should be empty.
- Reconcile your Bank Statement(s).
- Print financial reports that YOU need.
- Print Encumbrance Reports for other people.
- Close the Month.



CONNECTIONS 2007

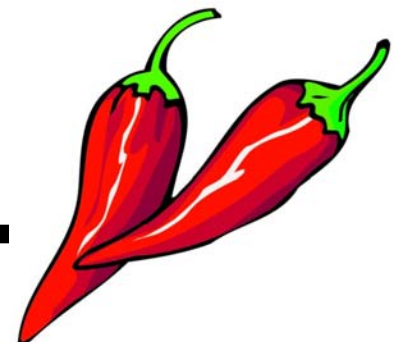


Year End Processing

- This process closes out your books at the end of the school year.
- SchoolBooks will also prompt you to save your prior year data too.



CONNECTIONS 2007

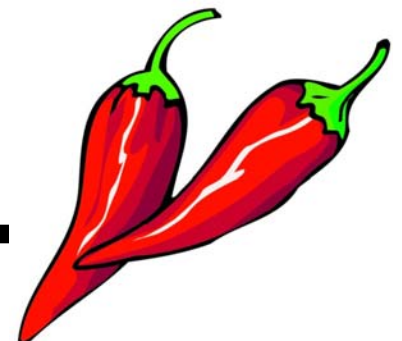


Y/E Processing – What does it do?

- If you have Income & Expense accounts, SchoolBooks zeroes out those account balances and moves the net (profit/loss) to the Due to Student Body account.
- All detailed transactions in the General Ledger for the current year are cleared.
- Ending account balances for the current year are converted into Opening Balances for the next year.
- SchoolBooks changes the beginning and ending fiscal dates in School Data to the next year.



CONNECTIONS 2007

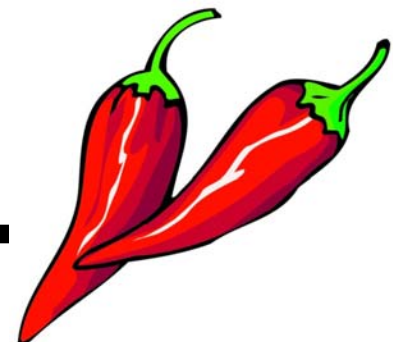


Suggestions for Y/E Processing

- Finish June Bank Reconciliation & print Month End Reports.
- Print Account Analysis Report (Detail) for each cash account and attach this to the bank statement and Bank Rec Report at June 30th.
- Print Account Analysis Report (Summary) for all accounts from July 1st through June 30th. You might also print a Detail version, but it would probably be VERY long.
- Print a Trial Balance and Balance Sheet at June 30th.
- Do a Month-End Close for June 30th.



CONNECTIONS 2007

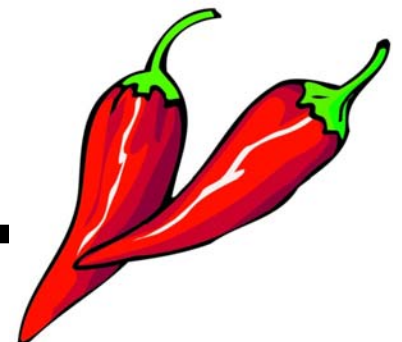


Suggestions for Y/E Processing

- Make a final backup and save it someplace. Don't reuse this backup. Date it and label it "SchoolBooks Prior to Year End." (Save this disk.)
- Save Prior Year Data!
- Close the Year.
- Make another backup. Date it and label it "SchoolBooks After Year End." (Save this disk.)
- Print another Trial Balance as of July 1st. Save this report.

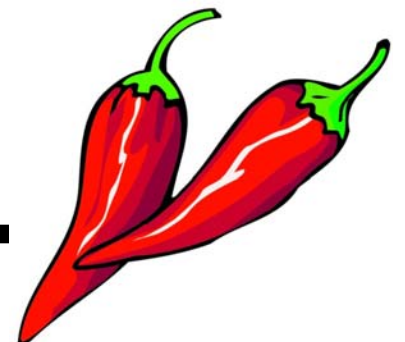


CONNECTIONS 2007



The Detail is Gone!

- Once Year End is completed, you will not be able to run any of the detail reports for the prior year.
- But you can always print the detail from your Prior Year Data School, can't you?



Let's Walk Through It! Or Questions & Answers



CONNECTIONS 2007

